



COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-3474 • Fax (301) 600-2309

**PERMIT INFORMATION**  
**MINOR GRADING**

(required when earth disturbance is over 5,000 square feet or cut and fill is over 100 cubic yards)

Check each box after verifying that  
requirement is met for submittal.

**SUBMISSION REQUIREMENTS**

Verified by Staff:  
Date:

- ☐ 1. Completed, Attachment (A) Minor Grading/Standard Sediment Control Plan Application.
- ☐ 2. Completed, Attachment (B) Standard Stormwater Management Plan Application.
- ☐ 3. Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and needs to include the following:
  - ☐ Shape and size of property, including all property lines (and property line dimensions if possible)
  - ☐ Acreage of the property
  - ☐ North direction arrow
  - ☐ Property Owner name(s)
  - ☐ Street Address of property
  - ☐ All natural resources include: streams, floodplain, ponds, etc.
  - ☐ Limits of disturbances
  - ☐ Entrance to property
  - ☐ Existing and Proposed drainage paths
- ☐ 4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website [www.dat.state.md.us](http://www.dat.state.md.us).
- ☐ 5. Fees are due at the time of application.

Minor Grading Permit

\$ 89.00 Minor Grading Review/Inspection Fee  
\$ 60.00 Soil Conservation District Review Fee  
\$ 55.00 Stormwater Management Review Fee  

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\$ 204.00 TOTAL

## ***PROCEDURES***

### **STEP ONE - APPLY FOR THE MINOR EARTH DISTURBANCE PERMIT**

- ➔ Applications are accepted in the Department of Permits and Inspections at 30 North Market St.
- ➔ Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm.
- ➔ To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

### **STEP TWO - OBTAIN REVIEW APPROVALS**

During processing, the Grading application will be reviewed by Environmental Compliance, Stormwater Management, Soil Conservation District and Zoning for approval. If there is any additional information required from you, you will receive a hold notice in the mail.

Issuance: The approved Grading Permit will be delivered to the applicant usually within 24 hours of issuance.

### **STEP THREE - PROVIDE PROPER NOTIFICATIONS**

Pre-Notification:

Notice shall be provided to Environmental Compliance Section (ECS) at least 24 hours prior to commencing work.

Notice of Completion:

Notice shall be provided to Environmental Compliance Section (ECS) within 5 days of completing and stabilizing the earth disturbance. Failure to provide a notice of completion and receive an acceptable inspection could result in the assessment of a permit renewal fee.

### **GENERAL INFORMATION REGARDING RESIDENTIAL MINOR EARTH DISTURBANCES**

- ➔ Grading Applications are non-transferable and non-assignable.

General Information .....	301-600-2313
Customer Service Supervisor ( <i>Processing or Fee Questions</i> ) .....	301-600-1089
Zoning Reviewer ( <i>Plot Plans, Land Use, Flood Plain</i> ) .....	301-600-1143
Environmental Compliance ( <i>Perf. Agreements and Securities</i> ) .....	301-600-3474
Stormwater Management Reviewer .....	301-600-1560
Soil Conservation District Reviewer .....	301-695-2803 x 3

DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 GENERAL INFORMATION  
301-600-3507 ENVIRONMENTAL COMPLIANCE



A/P #

Process

Date:

Application Reviewed

By (Initials):

## Minor Grading /Standard Sediment Control Plan Application

## CONTACT INFORMATION

## PROPERTY OWNER

Name(s):

Current street address for above person(s):

Town:

State:

Zip:

Daytime Telephone Number:

E-mail Address:

## PROPERTY INFORMATION

Current Property Owner(s):

Property Address of Jobsite:

Town:

State:

Zip:

Acreage or Square Footage of Property:

Eight Digit Property Tax ID (account) #

Description of Property Location if no Assigned Address:

Description of Work:

Total Property Area: (SF)

Number of Lots:

MAP/PAR

## APPLICANT/CONTRACTOR

Company name (only complete when Contractor is applying):

Current street (mailing) address for Contractor:

Town:

State:

Zip:

Contact Person for Contractor

E-mail Address:

Contractor Telephone Number:

## EARTH DISTURBANCE GRADING DETAILS

Total Disturbed Area: (SF)

Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

Quantity of Cut and Fill: (CY)

The measurement of the volume of excavation cut and/or fill as measured by the surface area times depth or height divided by 27.

Cleared Forest Area: (SF)

The square footage of a forested area where the proposed removal of trees will result in leaving less than 100 trees per acre, where 50% or more of those trees are 2 inches or greater is caliper. \*Forest clearing greater than 20,000 square feet is subject to the Forest Resource Ordinance (FRO) requirements. If applicable a "Declaration of Intent" may be used to provide exemption from FRO requirements.

## IMPORTANT PLEASE READ CAREFULLY

## Limitations

- A.** This standard erosion and sediment control plan may be used instead of a detailed plan for earth disturbances where all of the following conditions are met:
1. No more than 30,000 square feet of earth will be disturbed and no more than 500 cubic yards of cut or fill will occur.
  2. No slope steeper than 3 horizontal to 1 vertical (3:1) will be disturbed or created.
  3. Cuts and/or fills will not exceed 10 feet in depth or height.
  4. No earth disturbance shall occur within the limits of the 100-year floodplain of any stream, or 100 feet of any perennial stream.
  5. No earth disturbance shall occur within 25 feet of any nontidal wetland or within 100 feet of any nontidal wetland of special State concern.
  6. The proposed work does not require a State Waterway or Wetland Permit.
  7. There is no contiguous land undergoing development by the same owner, builder, developer.

## Minor Grading/Standard Sediment Control Plan Application

### IMPORTANT PLEASE READ CAREFULLY

#### Conditions

- A. Nothing herein relieves the applicant from complying with any and all federal, State and local requirements(e.g., Stormwater Management, Forest Conservation, Grading, etc.).
- B. Duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials, and plan conformance.
- C. This agreement is subject to revocation by either Frederick County ECS or appropriate SCD whenever determination is made, and notice is given, that the applicant is in violation of County Ordinance and/or the limitations, conditions or requirements specified by this agreement.
- D. This Agreement is valid for a period of one (1) year and must be renewed at least 60 days prior to expiration.

#### Requirements

- A. Erosion and sediment control measures shall be installed prior to any earth disturbance except that necessary for installation of the controls.
- B. All erosion and sediment control practices shall be installed and maintained according to the criteria contained in the most recent version of the Maryland Standards and specifications for Soil Erosion and Sediment Control.
- C. All clearing and grading shall be completed in the following sequence:
  - 1. Limit initial clearing and grubbing for the installation of the construction entrance, perimeter controls, and any remaining controls.
  - 2. Install the stabilized construction entrance, perimeter silt fence, and any other sediment controls.
  - 3. Provide temporary stabilization of any area that will not be actively graded within seven (7) days.
- D. All erosion and sediment control devices require continual maintenance. Any controls that are damaged or disturbed shall be restored or repaired before the end of each day.
- E. Development activities shall not impair any drainage, create an erosion hazard, or create a source of sediment to any adjacent watercourse, wetland or property.
- F. Any pumping of water must be filtered and done in accordance of "B" above.
- G. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within three (3) calendar days on the surface areas of all sediment controls, stockpiles, and perimeter slopes: and seven (7) days for all other disturbed area on the site, not being actively graded.

### CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I understand that intentional falsification and/or non-compliance with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Oder, Civil Penalty or Criminal Charge depending on the severity, at the County's discretion.

*Signature of APPLICANT*

*Date*

*Please Print Name*

*Soil Conservation District Approval by:*

*Date*

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application.

FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION

DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 GENERAL INFORMATION  
301-600-1137 DEV. REVIEW ENGINEERING



ATTACHMENT (B) - Minor SWM

A/P #
Process
Date:
Application Reviewed
By (Initials):

Standard Plan Agreement for Minor Stormwater Management

CONTACT INFORMATION

PROPERTY OWNER

Name(s):		
Current street address for above person(s):		
Town:	State:	Zip:
Daytime Telephone Number:		
E-mail Address:		

APPLICANT/CONTRACTOR

Company name (only complete when Contractor is applying):		
Current street (mailing) address for Contractor:		
Town:	State:	Zip:
Contact Person for Contractor		
E-mail Address:		
Contractor Telephone Number:		

PROPERTY INFORMATION

Current Property Owner(s):		
Property Address of Jobsite:		
Town:	State:	Zip:
Acreage or Square Footage of Property:		
Eight Digit Property Tax ID (account) #		
Description of Property Location if no Assigned Address:		
Description of Work:		
Total Property Area (SF):		
Tax Map:	Parcel:	

EARTH DISTURBANCE GRADING DETAILS

Total Disturbed Area: (SF)	
Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.	
Total Impervious Area: (SF)	
Defined as any surface that does not allow stormwater to infiltrate into the ground at a rate at least the same as "Woods in good condition". (SWM Design Manual)	
NOTE: The requirements for stormwater management in Frederick County Code Chapter 1-15.2 and the Code of Maryland Regulations (COMAR) will be satisfied if the environmental site design (ESD) practices are implemented to the maximum extent practicable (MEP) to treat runoff according to Chapter 5 of the 2007 Maryland Stormwater Design Manual (Design Manual).	

IMPORTANT PLEASE READ CAREFULLY

Limitations

1. The project is a single lot residential construction, not within a developing subdivision, and there is no contiguous land undergoing development by the same owner, builder, or developer;
2. Total site impervious cover shall not exceed 15% of the lot size;
3. Total land disturbance during construction shall be less than 30,000 square feet;
4. Land area that is disturbed for septic system construction may be subtracted from the total disturbed area provided it is revegetated;
5. This Standard Plan shall not be used in areas of special concern (e.g. karst geology, sinkhole activity, surface water supply reservoirs, wellhead protection areas, sensitive stream systems, etc.) or if site conditions such as slope, soil type, high groundwater, etc. present a challenge; and
6. Documentation must be submitted to show that ESD has been implemented to the MEP before structural practices found in the Design Manual that address these characteristics and specified by Frederick County are used.

Conditions

The following conditions for design and construction shall be met and maintained. All stormwater management systems shall be designed by integrating site design, natural hydrology, and smaller controls to capture and treat runoff onsite. The standard for characterizing predevelopment runoff characteristics for new development projects shall be woods in good hydrologic condition. If the following design conditions are met, all stormwater management obligations will be satisfied.

## Standard Plan Agreement for Minor Stormwater Management

### IMPORTANT PLEASE READ CAREFULLY

#### Design

- A.**
1. All ESD practices shall be designed and located to prevent basement seepage, flooding, soil erosion, increases in nonpoint pollution and to minimize pollutants in stormwater runoff from both new and redevelopment.
  2. All rooftop downspouts shall discharge to and drain continuously through at least 75 feet of vegetation (e.g. vegetated channel, swale, or filter strip) in a non-erosive manner to the property line.
  3. To the extent practical, all other site impervious areas shall drain and discharge continuously through vegetation in a non-erosive manner. The length of the disconnection shall be equal to that of contributing impervious area.
  4. All access roads and/or driveways constructed for this project shall use open sections in lieu of curb and gutter.
  5. ESD practices may be used in lieu of providing the required rooftop and other impervious area vegetation lengths.
  6. Design constraints specific to each ESD practice as specified in the Design Manual must be addressed.
  7. The total impervious area draining to any ESD practice shall conform to the specifications listed in the Design Manual.
  8. The drainage area to each rooftop downspout shall be 500 square feet or less. Drainage areas to individual downspouts greater than 500 square feet shall be treated using rain gardens, rain barrels, or other similar practices as approved by Frederick County.
- B.**
- The following information must be attached to this application for coverage under the Standard Plan:
1. Plat showing the dimensions of property lines and road frontage;
  2. Location and dimensions of all proposed structures (e.g. house, garage, driveway, well, septic system);
  3. If present, the location of the Critical Area Buffer, nontidal and tidal wetlands, perennial streams and their associated floodplain;
  4. Limits of disturbance; and
  5. The location of all disconnected impervious areas and ESD practices.

#### Construction

1. Frederick County, Environmental Compliance Section shall be contacted at least 48 hours prior to start of construction @ (301) 600-3507.
2. All stormwater practices and/or runoff controls shall be installed and maintained according to this Standard Plan and the criteria contained in Chapter 5 of the Design Manual. Subsequent alteration or modification of these practices requires written approval from Frederick County.
3. Access to the site will be made available at all reasonable times during construction and with reasonable notification after construction for inspection by Frederick County.
4. The applicant/homeowner shall promptly repair and/or restore all stormwater practices found in noncompliance by Frederick County.
5. Frederick County reserves the right to deny approval under this Standard Plan and require that an alternative design be prepared according to the Frederick County Code and the Design Manual.
6. Nothing in this Standard Plan relieves the applicant from complying with any and all Federal, State, and local laws and regulations.
7. At a minimum, inspections shall be made by Frederick County, Environmental Compliance Section, and documented for each ESD planning technique and practice upon completion of final grading, establishment of permanent stabilization, and before issuance of use and occupancy approval.
8. Coverage under this Standard Plan shall remain valid for two years from the date of approval.

### CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I understand that intentional falsification and/or non-compliance with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Order, Civil Penalty or Criminal Charge depending on the severity, at the County's discretion.

*Signature of APPLICANT*

*Date*

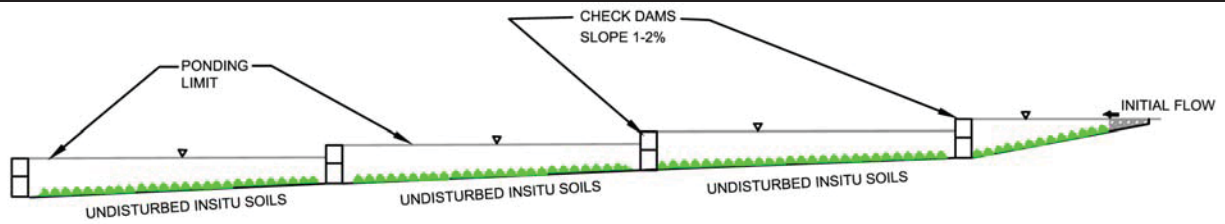
*Please Print Name*

*Soil Conservation District Approval, by:*

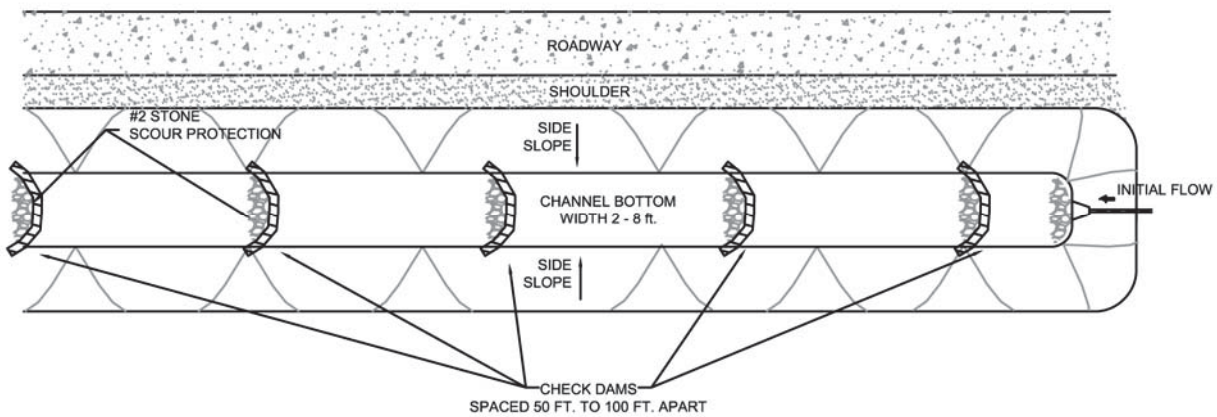
*Date*

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application.

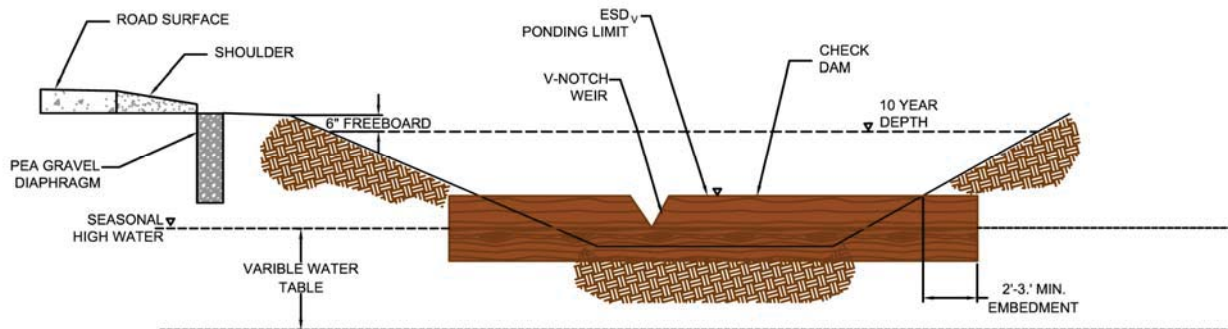
**Figure 5.19** Wet Swale



Profile



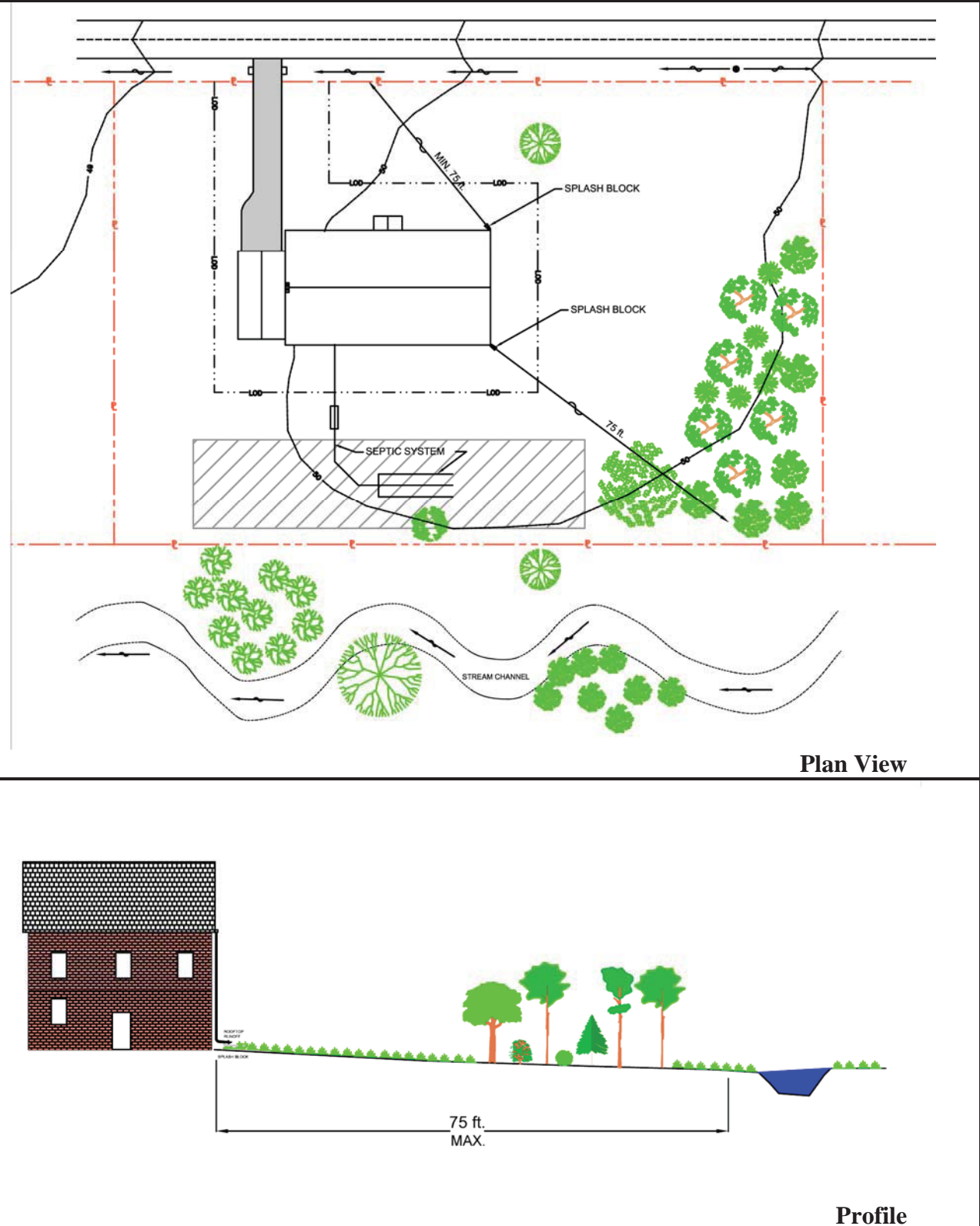
Plan View



Section

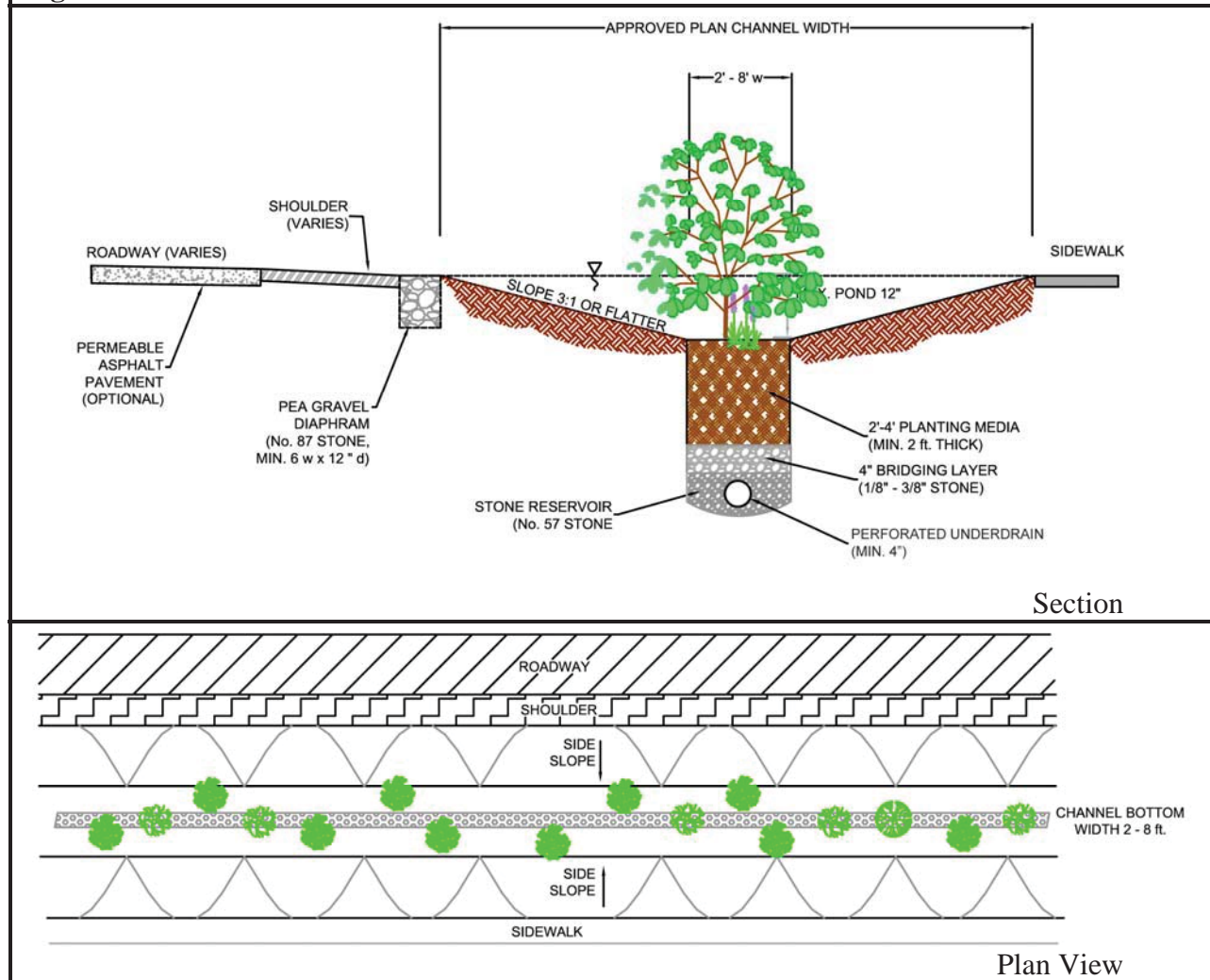


**Figure 5.4** Disconnection of Rooftop Runoff







**Figure 5.18 Bio-Swale****Maintenance Criteria:**

The following items should be addressed to ensure proper maintenance and long-term performance of swales:

- For grassed swales, regular mowing (at least bi-annually) is critical in order to reduce competition from weeds and irrigation may be needed during dry weather to establish vegetation. Sparsely vegetated areas need to be re-seeded to maintain dense coverage.
- If water does not drain within 48 hours, the bottom soil should be tilled and revegetated.
- Inspections should be performed once a year to assess slope integrity, vegetative health, soil stability, compaction, erosion, ponding, and sedimentation. Periodic removal of sediment, litter, or obstructions should be done as needed. Eroded side slopes and the swale bottom should be repaired and stabilized where needed.